



MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 17 - 0 1 2 5

APR 26 2017

REPORT RE:

**PROPOSED NEW RECORDS DISPOSITION SCHEDULE FOR
HOUSING + COMMUNITY INVESTMENT DEPARTMENT,
DEVELOPMENT & FINANCE DIVISION
(Schedule HCID/006)**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 North Spring Street
Los Angeles, California 90012

Honorable Members:


Transmitted herewith is the proposed new records disposition schedule for the Housing + Community Investment Department, Development & Finance Division (HCID/006). This Office approves the proposed new records disposition schedule and finds that this request has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Deputy City Attorney Garcelle Embry of our Office at (213) 978-7997.

Very truly yours,

MICHAEL N. FEUER, City Attorney

By


JAMES P. CLARK
Chief Deputy City Attorney

JPC:pj
Transmittal


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CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: October 28, 2016

TO: Honorable Mike Feuer, City Attorney
Room 800, City Hall East

Attn: Leela Kapur, Executive Assistant City Attorney

FROM: Holly L. Wolcott, City Clerk 

SUBJECT: **NEW DEPARTMENTAL RECORDS DISPOSITION SCHEDULE
HOUSING + COMMUNITY INVESTMENT DEPARTMENT
DEVELOPMENT & FINANCE DIVISION (Schedule HCID/006)**

Attached is a proposed new records disposition schedule for the Development & Finance Division of the Housing + Community Investment Department. This schedule has been prepared in accordance with Section 12.3 of the Los Angeles Administrative Code and with Executive Directive No. 50, and is signed by an authorized designee of the Housing + Community Investment Department and by the City's Records Management Officer for the City Clerk.

Please review these items and submit them with your comments and recommendations to the City Clerk's Office for further processing to the City Council. If you have any questions please contact Todd Gaydowski of my Records Management Division at (213) 473-8449.

HLW:SH:TG
attachments

CITY CLERK - City of Los Angeles	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 1
Form Gen. 60 (Rev. 05/08)	HCID/006	Los Angeles Housing + Community Investment Department	By: (Dept. Head) <i>[Signature]</i>	Date 10/18/16
RECORDS RETENTION SCHEDULE (Original Official Records)	Rev. No. 0	Division Development & Finance Division <i>[Signature]</i> 10/18/16	By: (City Clerk, Rec. Mgt. Off.) <i>[Signature]</i>	Date 10/24/16

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o	Original Record Series (schedule HCID/006 Rev 0):									
o001	Housing Services Mello Project Files (Retention Code TO = Date of execution) Includes covenant. Previously retained under LAHD/013 Rev 0: o011		EX	30	EX+30	DO				
o002	Housing Services Mello Annual Reporting Files (Retention Code TO = Date of execution) Includes income eligibility certifications. Previously retained under LAHD/013 Rev 0: o012		TO+1	30	TO+31	DO				
o003	Housing Services Mello Determination (Retention Code TO = Date of execution) Includes income eligibility certifications. Previously retained under LAHD/013 Rev 0: o013		TO+1	31	TO+32	DO				

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination

TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

Media Code *: DO=Document AT=Audio Tape BK=Book BP=Blueprint CD=Computer Disk CP=Computer Print Out EL=Electronic File FM=Film MC=Microfiche MD=Mag Disk MF=Microfilm
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* **MEDIA CODES** represent the format in which the record is most commonly maintained. THE RETENTION REQUIREMENTS APPLY REGARDLESS OF THE MEDIA.

CITY CLERK			Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 2
City of Los Angeles Form Gen. 60 (Rev. 11/03)	Sch. No. HCID/006	Department/Bureau Los Angeles Housing + Community Investment Department	By: (Dept. Head)	Date
RECORDS RETENTION SCHEDULE (Original/Official Records)	Rev. No. 0	Division Development & Finance Division	By: (City Clerk, Rec. Mgt. Off.)	Date

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o004	Agreements File (Retention Code TO = Date of execution) Records retained permanently because they pertain to real property. Records include: a) Loan b) Partnership c) Misc. Previously retained under LAHD/010 Rev 1: o001		TO+2	PE	PE	DO				X
o005	Architectural Plans/Designs (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Previously retained under LAHD/010 Rev 1: o005		CO	10	CO+10	BP				
o006	Architectural Unit Project Files (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Records retained permanently because they pertain to real estate. Previously retained under LAHD/010 Rev 1: o006		CO+2	PE	PE	EL				
o007	Community Housing Development Organization (CHDO) Project Files (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Previously retained under LAHD/010 Rev 1: o012		CO+2	8	CO+10	DO				

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CITY CLERK - City of Los Angeles	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 3
Form Gen. 60 (Rev. 05/08)	HCID/006	Los Angeles Housing + Community Investment Department	By: (Dept. Head)	Date
RECORDS RETENTION SCHEDULE (Original Official Records)	Rev. No. 0	Division Development & Finance Division	By: (City Clerk, Rec. Mgt. Off.)	Date

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T O R Y	C O N F I D E N T I A L	L E G A L
			OFFICE	CENTER	DESTROY					
o008	Construction Unit Project Files (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Records retained permanently because they pertain to real property. Records include: a) Approvals b) Certifications c) Contracts (project/technical) Previously retained under LAHD/010 Rev 1: o013		CO+2	PE	PE	DO				
o009	Correspondence (Retention Code CL = Date that division director is replaced by successor) a) Inter b) Intra Previously retained under LAHD/010 Rev 1: o015		CL+0	10	CL+10	DO				
o010	Domestic Violence Project Files (CONFIDENTIAL) (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Records retained permanently because they pertain to real estate loans. Previously retained under LAHD/010 Rev 1: o019		CO+2	PE	PE	DO			X	

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City of Los Angeles		Sch. No.	Department/Bureau	By: (Dept. Head)	Date
Form Gen. 60 (Rev. 11/03)		HCID/006	Los Angeles Housing + Community Investment Department		
RECORDS RETENTION SCHEDULE (Original/Official Records)		Rev. No.	Division	By: (City Clerk, Rec. Mgt. Off.)	Date
		0	Development & Finance Division		

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o011	Environmental Services: Major Project Files Records retained permanently because they pertain to real property. Records include: a) CDBG & HOME b) Special grants c) Etc. Previously retained under LAHD/010 Rev 1: o020		TO+5	PE	PE	DO				
o012	Project, Policy, and Procedure Guidelines/Manuals Previously retained under LAHD/010 Rev 1: o021		TO+5	20	TO+25	DO				
o013	Memoranda Previously retained under LAHD/010 Rev 1: o032		TO+2	8	TO+10	DO				
o014	Project Finance Unit Project Files (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Records retained permanently because they pertain to real property. Previously retained under LAHD/010 Rev 1: o035		CO+2	PE	PE	DO				

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Form Gen. 60 (Rev. 05/08)	HCID/006	Los Angeles Housing + Community Investment Department	By: (Dept. Head)	Date
	Rev. No.	Division		
RECORDS RETENTION SCHEDULE (Original Official Records)	0	Development & Finance Division	By: (City Clerk, Rec. Mgt. Off.)	Date

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o015	Reports Records retained permanently because they pertain to real property. Records include: a) Periodic b) Technical c) Evaluation d) Status Previously retained under LAHD/010 Rev 1: o038		PE	0	PE	EL				
o016	Tax Credit Project Files (Retention Code CO = Date of first completion of IDIS beneficiary information or, for those not receiving federal funds, date of Certificate of Occupancy) Records retained permanently because they pertain to real property. Records include: a) Paper applications b) CD applications c) Etc. Previously retained under LAHD/010 Rev 1: o039		CO+2	PE	PE	OP				

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RECORDS RETENTION SCHEDULE (Original/Official Records)	Rev. No. 0	Division Development & Finance Division	By: (City Clerk, Rec. Mgt. Off.)	Date

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o017	Prevailing Wage Compliance Unit (Retention Code CO = Date of project completion) Formerly known as "Davis / Bacon Section Case Files" Previously retained under LAHD/010 Rev 1: o040		CO+1	9	CO+10	DO				
o018	Applications for Project Assistance Files (APPROVED) (Retention Code CO = Date of approval) Records retained permanently because they pertain to real property. Records include: a) Bids b) Etc. Previously retained under LAHD/010 Rev 1: o041		CO+7	PE	PE	DO				
o019	Applications for Project Assistance Files (DENIED) (Retention Code TO = Date of denial) a) Bids b) Etc. Previously retained under LAHD/010 Rev 1: o042		TO+2	13	TO+15	DO				
o020	Bond Books / Binders / CDs (Retention Code TO = Bond issuance date) Records retained permanently because they pertain to real estate. Previously retained under LAHD/010 Rev 1: o043		TO+2	PE	PE	OP				

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			OFFICE	CENTER	DESTROY					
o021	Environmental Services: Minor Project Files Records retained permanently because they pertain to real property. Records include: a) Service projects b) LIPA c) Handyworker d) HACLA e) Lead grant services f) Etc. Previously retained under LAHD/010 Rev 1: o044		TO+2	PE	PE	DO				
o022	Bond Project Files (Retention Code TO = Date of loan execution) Records retained permanently because they pertain to real estate. Previously retained under LAHD/013 Rev 0: o001)		TO+2	53	TO+55	DO				

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RECORDS RETENTION SCHEDULE (Original/Official Records)	Rev. No.	Division	By: (City Clerk, Rec. Mgt. Off.)	Date
	0	Development & Finance Division		

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			OFFICE	CENTER	DESTROY					
o023	Relocation Files (Retention Code TO = Date of beginning of construction) Records retained permanently because they pertain to real property. Records include: a) Tenant information b) Expenses c) Etc. Previously retained under LAHD/010 Rev 1: o035, but now spun off into its own Record Series.		TO+2	PE	PE	DO			X	
o024	Preservation/Finance Files (Retention Code CO = Date of project completion) Records retained permanently because they pertain to real estate loans.		CO+2	PE	PE	DO				
o025	Land Use Project Files (Retention Code TO = Project start date) Includes covenant. Previously retained under LAHD/013 Rev 0: o005		TO+2	55	TO+57	DO				
o026	Land Use Annual Reporting Files by Project (Retention Code TO = Project start date) Includes income eligibility certifications. Previously retained under LAHD/013 Rev 0: o006		TO+1	4	TO+5	DO				
o027	Land Use "Spinout" Projects (Retention Code TO = Date of review) Previously retained under LAHD/013 Rev 0: o007		TO+1	4	TO+5	DO				

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			OFFICE	CENTER	DESTROY					
o028	Land Use Audit Files (Retention Code CO = Date of project completion) Audits by Controller, etc. Previously retained under LAHD/013 Rev 0: o008		CO+1	9	CO+10	DO				
o029	ADA Finance Files (temporary) Temporary classification; files will eventually return to the "Project Finance Unit Project Files" (o014) record series. Records retained permanently because they follow the permanent retention justification for that record series.		TO	PE	PE	DO				
o030	ADA Construction Files (temporary) Temporary classification; files will eventually return to "Construction Unit Project Files" (o008) record series. Records retained permanently because they follow the permanent retention justification for that record series.		TO	PE	PE	DO				

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